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# Library Liaisons Meeting Essence Notes

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**Library Liaisons**  
**August 3, 2015 - Essence Notes**

Attendance:	Bede Mitchell	Katrina Jackson	Jocelyn Poole	Bob Fernekes
	Jeff Mortimore	Ruth Baker	Paolo Gujildo	Lori Gwinett
	Lisa Smith	Fred Smith	Lili Li	Rebecca Ziegler
	Jessica Minihan	Debra Skinner	Alva Wilbanks	

***New Faculty Orientation, August 7, 9:30 am / NFO Exhibit Period is 11:30 - 12:***

Bede reviewed the topics he will convey at the new faculty orientation, along with a handout regarding library collections. He added that the handout could also be used for the liaison's faculty. Paolo will supply a libguide and informational postcard for the orientation. Other handouts will include information on Digital Commons and Affordable Learning Georgia.

Ruth announced that the migration of LibGuide content from v.1 to v.2 should be complete today. When completed, the migrated guides can be seen in the LibApps dashboard. Information Services will discuss the continuation of the Liaison Toolkit at their regular scheduled meeting on August 5. Interested liaisons are invited to attend.

***Faculty Opportunities for Ordering Books:***

The letter Bede posted in May regarding the new Opt-in Library Approval Plan may be used by liaisons for distributing to their faculty and discussing the ordering process. Paolo reviewed the libguide he created and discussed the tab options. Although the libguide is still under construction, he encouraged faculty to review the libguide as it provides faculty with valuable information.

***Print DDA Update:***

Paolo reviewed a letter and book order form that will be distributed to faculty explaining how they may request the library purchase a book for the library's collection. Presently, he and Debra can place orders, but a backup plan will be established for when they are unavailable. Discussion arose on establishing some choice alerts and establishing a trial period. Once complete, we can then share with faculty, perhaps highlighting in a September liaison newsletter.

***Fall Newsletter:***

Articles to be included in the newsletter should be sent to Bede before August 17th in order to have the newsletter ready the first week of classes.

***QEP and the Role of Librarians:***

Discussion took place on a suggestion by Fred that we identify those faculty who went through the workshop for teaching the writing intensive courses and establish a plan to introduce ourselves to them. A list of faculty that attended the workshops may be obtained by contacting Lisa. Suggestions included asking that the liaison be invited to a meeting with the college's writing leader or designated department person, ask to be involved in all their meetings, and ask to be added to their listserv. It was noted that if the faculty are contacted early enough they may be more flexible in meeting with the liaisons. A general message liaisons may consider using would be "plan your library liaison in your QEP writing intensive courses because they can help meet your student needs in research." Each liaison can approach their departments as their agenda allows.